

From: [R6HarveyLSC](#)
To: [R6HarveyInfo](#)
Subject: FW: Sam Porter Region 7: Mobilization Package_R6H1HarveyResponse
Date: Thursday, September 21, 2017 5:30:03 PM
Attachments: [Hurricane Harvey Mobilization Plan 091817.docx](#)
[OT Cert Form and FAN Allocation Converter.xlsx](#)
[Texas Hotel Occupancy Tax Exempt Form 12-302.pdf](#)
[DEMOBILIZATION PLAN - 9.19.17.docx](#)

From: R6HarveyLSC
Sent: Thursday, September 21, 2017 5:30:00 PM (UTC-06:00) Central Time (US & Canada)
To: Porter, Sam
Cc: Adams, Mikeal; Christian, Doretha; Buchholz, Ken; Miller, Michele; R6HarveyLSC
Subject: Sam Porter Region 7: Mobilization Package_R6H1HarveyResponse

On August 25, 2017, FEMA activated EPA under its Emergency Support Function (ESF 10). You have been selected to mobilize to Corpus Christi, Texas and assist in this mission. Your selection has been based on your willingness to deploy and arrive on Sept. 26 at 8 am. This deployment is slated for a minimum of 14-day period, not including travel time, though your day count may change to accommodate weekend travel policies. If you have questions about the deployment, please contact the Logistics Section at R6HarveyLSC@epa.gov.

Position/assignment and Asset Tracker Number: COM Community Liaison- 38606

Command Post: Alpha Branch/ Corpus Christi: 2001 Suntide Road, Corpus Christi, TX 78409

Travel Day: 9/25/2017

First Work Day: 9/26/2017

Last Work Day: 10/10/2017 (date adjusted to accommodate mid-week overlap)

Travel Day: 10/11/2017

POC at Command Post: Gary Moore

Lodging:

- Those reporting to Alpha Branch- Corpus Christi will be staying in RVs. You will receive your housing assignment upon check-in at the branch command post.
- Those reporting to Bravo Branch- Houston will be staying in hotels coordinated by Logistics. You will be sent an email with confirmation information.
- Those reporting to Charlie Branch- Beaumont/Port Arthur will be staying in RVs. They are located at Jack Brooks Airport, 4976 Parker Drive, Beaumont, TX 77705.
- Those reporting to Dallas REOC or Austin must make their own hotel reservations. See

attached recommended list of locations.

Travel Reservations:

- Region 6 Employee –Traveler prepares travel authorizations (TA) in Concur. Book flight and/or car reservations (including parking). Include your Asset Tracker number in TA comments. Enter Harvey accounting string shown below. Immediate supervisor authorizes. **REOC Finance funds/approves TA.**
- Outside Region 6 - Prepare TA per regional process in Concur. Book flight and/or car reservations (including parking). Include your Asset Tracker number in TA comments. Enter accounting string shown below. Route through regional process for authorization and funding/approval.

How to apply Harvey accounting to TA:

Click on Accounting Tab. You will see accounting labels from which you currently charge to within your division, choose one of those labels. Once you have selected your label, click pencil to edit and change the accounting to reflect following bullets. Click “Save the Accounting Updates” Button. Call REOC Finance Section with any questions. 215-665-9705

- DCN: HHR
- Budget FY: 20162017
- Fund: BR
- Org Code: 06L0X13
- PRC: 303DC6
- Site: H001
- Cost Org: Leave blank

Overtime (OT):

- R6 Employees – An Overtime request form will be prepared for you by the REOC, and an approved copy will be emailed to you. Use the attached OT certification spreadsheet to record and certify actual OT worked. Upon returning home from the response, please forward the completed OT certification form to R6HarveyFSC@epa.gov
- Outside R6 – Complete overtime request form per regional process and include your Asset Tracker number. Upon returning home from the response, please forward the completed OT certification form to R6HarveyFSC@epa.gov
- Community Liaisons can work a maximum of 18 hours of overtime a week. They should work with the Liaison Co-Lead to determine the overtime schedule.

IMPORTANT ACTION ITEMS (NO EXCEPTIONS):

1. Call Logistics at 214-665-9704 or email the Logistics inbox at R6HarveyLSC@epa.gov to report your arrival.
2. Bring ID clothing with you.

See attached mobilization guidance document for detailed information.